

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is the beginning level of work in the police department involving training and routine patrol work in the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. New employees usually work in company with and receive assistance from a more experienced employee. Work involves making regular patrols and investigating accidents, crimes, or suspicious activity in accordance with the prescribed departmental rules and regulations and desk work assisting with clerical dispatcher duties. Employees are usually given a special training course in police methods and the use of police equipment prior to duty assignments. Employees of this class must use independent judgment when faced with emergency situations. Work is checked by a superior officer through inspection and observation.

### **EXAMPLES OF WORK**

Assists in patrol work; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the state criminal code, and parking ordinances; renders informational aid and assistance to motorists and other citizens; checks model, make, and license number of passing vehicles to regain stolen cars and pick up wanted persons and violators;

Investigates vehicles abandoned, parked illegally, or under suspicious circumstances;

Directs traffic to reduce and eliminate congested traffic conditions;

Aids in investigating accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and supervises the removal of debris to restore traffic;

Makes arrests and prefers charges; appears in court as a witness;

Aids in maintaining order in crowds and in public gatherings;

Assists in clerical and dispatcher duties at station;

Attends classes of instruction, reads and studies assigned

materials, and prepares for standard performance of work and advancement;

Performs various related duties as assigned or required.

#### **QUALIFICATION REQUIREMENTS**

Must not be less than twenty (20) years of age at time of appointment;

Must have a high school diploma or its equivalent;

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must successfully pass civil service examination testing aptitude for beginning work in the class.

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